

REQUEST FOR PROPOSALS
06-RFP-001
Historic Structures Documentation
Valles Caldera National Preserve
Submission Due Date: **August 29, 2006**

INTRODUCTION

The Trust is seeking qualified individuals or companies to submit proposals to complete documentation and to provide planning recommendations for multiple structures located within the Valles Caldera National Preserve. This report will provide documentary, historical, graphic, and physical information about the existing condition and the history of eighteen structures associated with the Baca Location No. 1. This project involves: 1) documentation of eighteen historic structures within the Preserve; 2) development of an historical and architectural context necessary to evaluate the significance of the structures with respect to National Register of Historic Places (NRHP) eligibility criteria, and use of that context to evaluate each structure; and 3) preparation of a final report that is similar to a historic structures report and that compiles all information for the multiple structures. The historic structures documentation will include full HCPI documentation, completion of NMCRIS updates or original site forms, and new or summary recommendations of NRHP eligibility for each structure.

Planning is currently underway for repair, restoration, and maintenance of several structures within the Preserve. The historic structure documentation will be used in this ongoing planning. The eighteen buildings under consideration were built in the 20th century and most are log or board-and-batten construction. Most are small to medium-sized vernacular cabins with little architectural detail or ornamentation. Recommendations for the eligibility of structures for inclusion on the National Register of Historic Places has been completed for some but not all of the structures. Nine structures are considered NRHP eligible, one is considered ineligible, one has unresolved status, and seven structures have had no previous formal documentation. Evaluation of the historical and architectural significance of individual structures will be made with reference to the historical and architectural context or theme, as developed as part of this project. This context will also be used, in the future, to prepare a National Register District nomination for selected buildings in the Headquarters area.

Structures In VCNP Headquarters area:				
	<i>Name</i>	<i>Site Number</i>	<i>Approx. date</i>	<i>NRHP eligibility status</i>
1	Greer (Cowboy) Cabin	LA137534	1953	NHRP eligible
2	Saddle/Tack Shed	LA137535	1960s	NHRP eligible
3	Otero Cabin	LA136351	1908	NHRP eligible
4	Commissary Cabin	LA136351	1909	NHRP eligible
5	Bond Cabin	LA137536	1918	NHRP eligible
6	Ranch Foreman's House	LA137537	1918	NHRP eligible

7	Red Office Building	LA137538	1953	NHRP eligible
8	Salt Barn	LA137539	1910	NHRP eligible
9	Lodge	LA140257	1962	NHRP eligibility unresolved

Structures Outside VCNP Headquarters area:				
	<i>Name</i>	<i>Site Number</i>	<i>Approx. date</i>	<i>NRHP eligibility status</i>
10	Horse Paddocks Barn	not assigned	1977	NHRP eligibility unevaluated (considered ineligible)
11	Sergeant's Bluff	not assigned	1980s?	NHRP eligibility unevaluated (considered ineligible)
12	San Antonio Cabin	LA140099	1947	NHRP eligible
13	San Antonio Barn	not assigned	1940-50s	NHRP eligibility unevaluated (considered eligible)
14	Hilton Cabin	not assigned	1980s?	NHRP eligibility unevaluated (considered ineligible)
15	Los Indios Cabin	not assigned	post 1960s	NHRP eligibility unevaluated (considered ineligible)
16	Lightning Shack	not assigned	1950s?	NHRP eligibility unevaluated
17	Valle Grande Movieset	not assigned	1990s	NHRP ineligible
18	Union Building	not assigned	1980s	NHRP eligibility unevaluated

BACKGROUND

The Valles Caldera Preservation Act, Public Law 106-248, created the Valles Caldera Trust (the Trust), as a wholly owned government corporation to manage the newly created Valles Caldera National Preserve. A nine-member Board of Trustees governs the Trust and the Executive Director oversees management of the Trust and the Preserve. As a wholly-owned government corporation, the Trust is able to accept tax deductible donations as a 501(c)1 corporation.

The Valles Caldera National Preserve was established to “protect and preserve the scientific, scenic, geologic, watershed, fish, wildlife, historic, cultural, and recreational values of the Preserve, and to provide for multiple use and sustained yield of renewable resources within the Preserve,” consistent with the Act. The Preserve will be operated as a working ranch, consistent with these previously listed purposes.

LOCATION AND DESCRIPTION

The Valles Caldera National Preserve (VCNP) is approximately 89,000 acres of high elevation forest and grasslands and is located in the Jemez Mountains in Sandoval County of north central New Mexico. Located 50 miles north of Albuquerque and 18 miles west of Los Alamos, the VCNP is surrounded by the Santa Fe National Forest, Bandelier National Monument, and Santa Clara Pueblo. Prior to federal acquisition the property was known as the Baca Location No. 1 and was used for livestock ranching and resource extraction since the 19th century.

SCOPE OF CONTRACT

The contract will require services and related work to be in compliance with the terms, specifications, and provisions of the contract.

NOTES TO BIDDERS

The Statement of Work/Technical Specifications below should be considered as guidelines and are not all-inclusive. Please do not hesitate to provide innovative solutions. This is a best value procurement and it is our intention to enter into final negotiations with the top bidders. All bidders are encouraged to visit the Trust's web site at www.vallescaldera.gov. There are several relevant documents in the reference documents section of the VCT website (<http://www.vallescaldera.gov/about/trust/>) that the bidder might find useful:

- Valles Caldera Preservation Act
- Management Principles
- Framework and Strategic Guidance for Comprehensive Management
- Master Plan for Interpretation
- Preserve Land-Use History

Craig Martin's "Valle Grande: A History of the Baca Location No. 1" also is an easily accessible reference.

Although the proposal should respond to the specifications here, firms are invited to suggest adjustments to the scope of work based on their past experience.

STATEMENT OF WORK/TECHNICAL SPECIFICATIONS

1. The historic structures documentation will include all 18 structures listed in the Introduction section of this document. The report will address the following purposes:
 - Serve as a primary planning document for decision-making about preservation, rehabilitation, restoration, or reconstruction treatments;
 - Document significant dates or periods of construction;
 - Compile key information on the history, significance, and existing condition of the historic structures;
 - Provide a readily accessible reference document for Trust staff and Board members making decisions about the use and preservation of the structures;
 - Be used as a tool for interpretation of the structures based on historical and physical evidence;
 - Include a bibliography of archival documentation relevant to the structures;
 - Provide a record of prior and current documentation and recommendations for each structure.
2. The Trust expects that the historic structures documentation will involve some combination of the following tasks and products:
 - Preliminary walk through;

- Research and review of archival documentation;
 - Information gathered from key oral informants;
 - An existing-condition survey focused on exterior and interior architectural elements (note: an existing VCT Facilities Master Plan addresses structural, mechanical, and electrical systems);
 - Record photography in digital format (meeting file and image formatting criteria as described in the March 2005 Expanded Photo Policy for NRHP and NHL Survey; see <http://www.cr.nps.gov/nr/policyexpansion.htm>)
 - Preparation of a discussion of historical and architectural significance of the structures with reference to the characteristic uses of the Baca Location No. 1 (now the Preserve) from the earliest period of construction and use (early 20th century) through the present;
 - Evaluation of significance, including recommendation of NRHP eligibility, for each structure, with reference to the historical and architectural context developed for the project;
 - Discussion with the Trust about current and future intended uses for the structures;
 - Selection and rationale for the most appropriate approach to treatment (preservation, rehabilitation, restoration, or reconstruction);
 - Development and prioritization of specific work recommendations;
 - A summary report that compiles information on all structures.
3. At the discretion of the Offeror, the report may include measured drawings following the Secretary of the Interior's Standards and Guidelines for Architectural and Engineering Documentation. Price proposals should include estimates with only to-scale simple plan and elevation drawings; an additional alternate price proposal may be submitted that includes full measured drawings (e.g., to HABS/HAER Documentation Level I specifications).
 4. The Contractor will coordinate with the Valles Caldera Trust staff and outside contractors to identify any additional criteria and information that will enhance the utility of the report.
 5. The VCT will provide:
 - Existing NMCRIS site record forms and HCPI forms, photographs, site maps, and a GIS layer of structure locations;
 - Copies of all relevant reports that are on file at the VCT;
 - GIS layers for the Preserve, as appropriate (including, for example, USGS quad layers, DEM layers, and digital orthoquads);
 - A copy of the current VCT Facilities Master Plan;
 - Names and contact information for key oral informants.
 6. Deliverables will include
 - New or updated NMCRIS site record forms and complete HCPI forms for each structure. These forms will compile all relevant information, readily accessible

documents, maps, drawings, and photographs. Documentation for each structure will include details of important architectural or historical features;

- Recommendations for NRHP eligibility of each structure, with reference to all previous recommendation and determinations;
- Recommendations and technical specifications for materials and techniques to achieve repairs and uses specified in the VCT Facilities Management Plan;
- A summary report;
- Report and forms submitted in printed and digital format (e.g. Word or .pdf files);
- Digital photography submitted in digital format (meeting file and image formatting criteria as described in the March 2005 Expanded Photo Policy for NRHP and NHL Survey; see <http://www.cr.nps.gov/nr/policyexpansion.htm>); printed digital images will be required but do not need to meet these criteria.

ADMINISTRATIVE INFORMATION

1. This is a best value procurement which means that contract evaluation will consider factors other than lowest price.
2. This request does not commit the Trust to pay any costs incurred by the Offeror in the submission of this proposal. The Trust will treat each proposal as proprietary information. Proposals will not be returned.
3. The Trust reserves the right to reject all proposals.
4. The Trust will review all received proposals and select the top finalists which then may be asked to prepare and give an oral presentation to the Trust selection committee.
5. The Trust reserves the right to conduct discussions with any bidder if it is deemed necessary for understanding, clarity, or negotiations.
6. Site visits will be provided following award of the contract.

CONTRACT EVALUATION CRITERIA

1. **Award Determination:** Each Offeror shall respond to the following evaluation criteria. In order to be considered for award, narratives and proposals with examples are required. Award will be based on the “best value” to the government.

2. **Evaluation Factors:**

- Past performance
- Experience in same scale and scope
- Reputation and references
- Price
- Time and schedule
- Technical accreditation and certification
- Clarity and comprehensiveness of proposals

PROPOSAL FORMAT AND CONTENT

A. The format of proposals should:

1. Include a copy of the cover/signature page on each copy of the proposal
2. Be printed on one side only
3. Include five (5) copies of the proposal
4. Have all pages numbered
5. Provide a separate price schedule which includes the name of the proposing company

B. The written proposal should include, at a minimum, the following:

1. An explanation of relevant qualifications and capabilities including a description of experience in preparing historic structure reports or similar studies, as well as experience with buildings of similar type, age, and construction to the subject of the study.
2. Samples of work for similar clients
3. Client list
4. Three (3) references
5. Names and CVs for all principal investigators and personnel responsible for the effort

C. Pricing should include:

1. Loaded hourly rates for each proposed person assigned to the effort
2. Number of hours proposed for each assigned person in completing the contract
3. Cost for one, one-day contract kickoff meeting at the Valles Caldera Trust offices in Jemez Springs, NM
4. Cost for one, one day meeting in Jemez Springs, NM to present final results of contract

COMPLIANCE

It is the responsibility of the selected bidder to comply with all applicable state and federal laws and regulations.

SITE VISIT

A site visit is scheduled for Wednesday, August 16, 2006, at 11:00 a.m. Meet at the VCNP Valle Grande Staging Area at Cerro la Jara. Access to the site at other times can be obtained by contacting Ana Steffen, Acting Cultural Resources Coordinator at 505-428-7730 or 505-661-3333, or via email at asteffen@vallescaldera.gov. An addendum may be issued after the site visit covering issues raised at the visit by the participating firms.

PROPOSAL SUBMITTAL INSTRUCTIONS

1. Five copies of the proposal must be received at the address below no later than 4:00PM, MST on Tuesday, August 29, 2006.

3. Proposals submitted via U.S. Postal Service should be addressed as follows:

Ana Steffen
ATTN: Historic Structures Documentation
Valles Caldera National Preserve
P.O. Box 359
Jemez Springs, NM 87025

4. Proposals that are hand-delivered or submitted via Federal Express or any other parcel service should be delivered to the physical address as follows:

Ana Steffen
ATTN: Historic Structures Documentation
Valles Caldera National Preserve
18161 Highway 4
Jemez Springs, NM 87025

For any questions, please contact Ana Steffen, Acting Cultural Resources Coordinator, asteffen@vallescaldera.gov, 505-428-7730 or 505-661-3333.

19. ITEM NO.	20. SCHEDULE OF SUPPLIES/SERVICES	21. QUANTITY	22. UNIT	23. UNIT PRICE	24. AMOUNT

32a. QUANTITY IN COLUMN 21 HAS BEEN

☐ RECEIVED
 ☐ INSPECTED
 ☐ ACCEPTED, AND CONFORMS TO THE CONTRACT, EXCEPT AS NOTED: _____

32b. SIGNATURE OF AUTHORIZED GOVERNMENT REPRESENTATIVE

32c. DATE

32d. PRINTED NAME AND TITLE OF AUTHORIZED GOVERNMENT REPRESENTATIVE

32e. MAILING ADDRESS OF AUTHORIZED GOVERNMENT REPRESENTATIVE

32f. TELEPHONE NUMBER OF AUTHORIZED GOVERNMENT REPRESENTATIVE

32g. E-MAIL OF AUTHORIZED GOVERNMENT REPRESENTATIVE

33. SHIP NUMBER

34. VOUCHER NUMBER

35. AMOUNT VERIFIED
CORRECT FOR

36. PAYMENT

37. CHECK NUMBER

☐ PARTIAL
 ☐ FINAL

☐ COMPLETE
 ☐ PARTIAL
 ☐ FINAL

38. S/R ACCOUNT NO.

39. S/R VOUCHER NUMBER

40. PAID BY

41a. I CERTIFY THIS ACCOUNT IS CORRECT AND PROPER FOR PAYMENT

42a. RECEIVED BY (*Print*)

41b. SIGNATURE AND TITLE OF CERTIFYING OFFICER

41c. DATE

42b. RECEIVED AT (*Location*)

42c. DATE REC'D (*YY/MM/DD*)

42d. TOTAL CONTAINERS